



**Department of the Navy  
Human Resources Service Center  
Benefits Bulletin 2003-5**

**THRIFT SAVINGS PLAN (TSP)  
OPEN SEASON ENDS  
30 JUNE 2003 - Update**

This is a reminder that the TSP open season period will end Monday, **30 June 2003**. If you are not contributing the maximum amount (CSRS - 8% and FERS - 13% of your basic pay), this is your opportunity to make a change. Please read below on how to enroll in TSP or make an open season election through the automated benefits system.

**EFFECTIVE DATE OF TSP OPEN SEASON CHANGES**

If you make a TSP open season change it is important to review your Leave and Earnings Statement (LES) to ensure that the change is reflected accurately.

TSP open season changes will be effective as follows:

<b>TSP Elections Received By HRSC</b>	<b>Effective Date Of TSP Election Is</b>	<b>TSP Change Will Be Reflected In Paycheck Received</b>
15 April - 31 May 2003	1 June 2003	20 June 2003
1 June - 14 June 2003	15 June 2003	4 July 2003
15 June - 28 June 2003	29 June 2003	18 July 2003
29 June - 30 June 2003	13 July 2003	August 2003

**TSP CATCH-UP CONTRIBUTIONS**

The Defense Finance and Accounting Service (DFAS) payroll system is expected to be ready to process TSP Catch-Up contribution elections by the first pay period in September. However, if you wish to take advantage of the TSP catch-up contributions election at the first opportunity it is available, you should increase your TSP contributions to the maximum limit during this open season. As information becomes available about procedures for making TSP catch-up contributions it will be distributed through a Department of the Navy, HRSC Benefits Bulletin.

**HOW TO ALLOCATE TSP CONTRIBUTIONS AMONG THE TSP INVESTMENT FUNDS**

You can make your TSP fund allocation change electronically through the TSP web site at <http://www.tsp.gov> or the TSP ThriftLine at (504) 255-8777. You can also complete a paper TSP-50, Investment Allocation and mail it directly to the TSP record keeper at the address shown on the form.

**HOW TO ENROLL IN TSP OR MAKE AN OPEN SEASON ENROLLMENT CHANGE**

You can enroll in TSP or make a TSP enrollment change through:

- **The Employee Benefits Information System (EBIS)**, an Internet based system at <http://www.donhr.navy.mil/>. You use your Social Security Number and password to log into EBIS. If you are a new EBIS user it is helpful to have a copy of your last SF 50, Notification of Personnel Action, or Leave and Earnings Statement (LES) because you will need to know your service computation date leave, pay plan, grade and step to create your EBIS password. To make a TSP change you must also establish a Personal Identification Number (PIN) if you have not previously created one in EBIS or The Benefits Line. Your initial PIN is your month and year of birth (MMYY). The system will require you to change this PIN to a 6-digit PIN of your choosing.

- **The Benefits Line**, an interactive voice response system at **1-888-320-2917**. To log into The Benefits Line you use your Social Security Number and PIN. This is the same PIN that you created in EBIS. Your initial PIN is your month and year of birth (MMYY). You must change this to a 6-digit PIN.